

SPECIAL EVENT PERMIT GUIDELINES **(CITY CODE SECTION §154.27)**

PURPOSE

A special event is one that has a duration which is temporary in nature. A Special Event Permit grants temporary zoning approval to allow for the facilitation of such an event while simultaneously minimizing the impact of the event on community members and to ensure public safety and the delivery of emergency medical services to the public. (154.27(A)).

APPLICABILITY

Obtaining a Special Event Permit for a public or private event taking place on either public or private property shall be required only if the event and associated activities do any of the following:

- (1) Prohibits vehicular or pedestrian access and use of public streets, right-of-way, sidewalks;
- (2) Requires the issuance of one or more permits, licenses or inspections by any governmental entity for the event and/or event activities (e.g., business license, tent/canopy inspection, temporary food service permit).

EXEMPTIONS

A Special Event Permit shall not be required for the following;

- (a) funeral processions;
- (b) when a City public facility use/rental agreement is executed;
- (c) Film/television productions (film/television productions shall be subject to their own distinct permitting process established by the City).

A Special Event Permit does not except an event and associated activities from applicable regulations or laws (e.g., noise, maximum occupancy, etc.).

SUBMISSION

The applicant shall submit a Special Event permit Applicant no less than 30 days prior to the proposed event start date.

SAFETY RESOURCES

If the City determines that dedicated public safety resources are necessary for an event, the Special Event Permit applicant shall be required to complete a Police/Fire Chief's Overtime Agreement prior to the granting of the Special Event Permit and the applicant shall be responsible for all associated law enforcement and/or public safety personnel and vehicle costs in accordance with such an Agreement.

SIGNAGE

Temporary signage for special events shall be allowed; however, all signs are subject to the regulations in Chapter 156: Sign Regulations.

TERM

Special events shall not exceed a maximum of 14 consecutive or non-consecutive days in operation and no permit shall be granted by the City for a period greater than 30 calendar days. Approval to exceed the maximum time allowed to conduct a special event shall be obtained from the City prior to the last day of the event.

FEE: Application and permit fee is \$35.00. City of Rio Rancho municipal government funded, organized, or sponsored events are exempt. Charges for business licenses, inspection fees, and public safety fees may also apply to an event.



City of Rio Rancho
Development Services
3200 Civic Center Circle NE, Ste 130
Rio Rancho, NM 87144
(505) 891-5005 Fax: (505) 896-8994
WWW.RRNM.GOV

Special Event Permit Application

Applicant

Fee \$35.00

Name (Print): _____
Business/Organization Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alt phone: _____
Email: _____

Detailed Information

Name of Event: _____
Type of Event: ☐ Public ☐ Private ☐ City of Rio Rancho Municipal Government
Signage to be used: ☐ Yes ☐ No
Will alcoholic beverages be served? : ☐ Yes ☐ No
Will food be prepared and served at the event site? : ☐ Yes ☐ No
Will food be prepackaged? : ☐ Yes ☐ No
Will vendors be cooking or heating food? : ☐ Yes ☐ No
Date(s) of Event: _____
Location(s)/Address of Event: _____
Hours of Operation: _____
Set up Dates and Times of Event: _____
Event Removal Dates and Times: _____
Estimated Total Attendance at Event: _____
Briefly Describe the Event: _____

Food and Beverage Permit

Commercial business' who sell/serve and consume alcohol require a Special Dispenser's Permit. Contact the Office of the Clerk at (505) 891-5004 for more information. Private party, private property events hiring personnel to serve/sell alcohol require approval from the NM Regulations and Licensing Department., Alcohol and Gaming Division.

Vendor(s) Name	Address	Phone

Attach additional vendors if necessary.

Tents/Canopies

Place a ✓ in the box below in front of the TENT/CANOPY size if tent/canopy is going to be used during any portion of your special event.

TENT INSPECTIONS			CANOPY/GROUP OF CANOPIES INSPECTION		
	Up to 400 sq. feet	\$50		401 – 1,500 sq. feet	\$50
	401 – 1,500 sq. feet	\$100		1,501 – 3,000 sq. feet	\$100
	1,501 – 3,000 sq. feet	\$150		3,001 – 6,000 sq. feet	\$150
	3,001 – 6,000 sq. feet	\$250		More than 6,001 sq. feet	\$200
	6,001 – 9,000 sq. feet	\$500			
	More than 9,000 sq. feet	\$1,000			

A tent/canopy vendor (supplying and erecting the tent/canopy) must submit tent/canopy plans to the Fire & Rescue Department 30 days prior to the event.

Use of a tent/canopy requires a separate site plan showing total square footage, location(s) on site, occupant load, location of generators if going to be used, location of heating units if going to be used, location of lighting if going to be used, location of fire extinguishers, location of exits (exit signs), and location of emergency lighting.

Tent/Canopy must be erected per Fire & Rescue Department standards. A fire inspection from the City is required prior to the event. All inspections must be scheduled 30 days prior to the event. For questions about differences between tents and canopies and necessary inspection requirements, or to schedule an appointment, please contact the fire marshal at (505) 891-5871.

Signature Requirement for Business/Individuals

This portion of the application must have the signatures of those businesses or individual residences that will have their traffic/vehicle access interrupted or blocked by a special event. The Police and Fire & Rescue departments may require that additional businesses or residences are contacted and provide a signature if it is determined that those affected by the special event were not initially contacted by the applicant.

We, the undersigned live or do business on the street(s) proposed to be closed or affected by this applicant's event. We acknowledge that we have been informed by the applicant in reference to their proposed special event. By signing this document, I also acknowledge that I am not giving my approval or disapproval of the event; I am only acknowledging being informed of the event.

Name/Signature	Address	Phone

Declaration Statement – Must be Notarized

The undersigned ("Applicant") as the organizer and/or coordinator of the event described in the Special Event Application, does hereby declare that the event will be conducted in accordance with all applicable federal, state, and local laws, and the requirements, conditions, and recommendations made by the City of Rio Rancho and their designees. The Applicant understands that violations of ordinances will not be permitted, and that this Special Event Permit, if approved, may be revoked at any time by any member of the Police Department or Fire & Rescue departments if any of the following occur: the event becomes a public nuisance; violations of ordinances are committed by any participant; or if any of the conditions imposed as part of the Special Event Permit Application are not met. The Applicant understands that any significant changes to the event (date, time, location, logistics, size, etc.) that occur after the date the event was approved and permitted will require that the Special Event Permit Application be resubmitted to the City of Rio Rancho and/or that the changes be approved. The Applicant understands that the City of Rio Rancho and its employees, officials and agents will not be responsible for changes made by the Applicant or participating entities prior to, during, or after the event.

Furthermore, the Applicant hereby releases and discharges the City of Rio Rancho, its officers, agents, and employees from any and all claims, damages, or losses, of any kind and nature whatsoever, which the Applicant, its members or participants may have, now or in the future, arising from or in connection with the event and/or activities occurring in connection with the event. The Applicant further agrees to indemnify, hold harmless, and defend the City of Rio Rancho, its officers, agents, and employees from any and all claims, damages and losses of any kind and nature whatsoever, arising from or in connection with, the event and/or activities occurring in connection with the event.

Notwithstanding, any services provided by the City in connection with the event, the Applicant assumes responsibility for the security, safety, disposal of any refuse, debris, or litter, and traffic control at the location of the event, for the duration of the event.

Name of
Applicant(s): _____
Please Print

Name & Title of Person Signing (if different): _____
Please Print

Signature Date

Notarization for Individuals/Entities

NOTARIZATION FOR INDIVIDUALS

STATE OF NEW MEXICO }
COUNTY OF SANDOVAL } ss.

This instrument was acknowledged before me on _____ 2016
by _____
date
name

(SEAL)

Notary Public
My Commission Expires: _____

NOTARIZATION FOR ENTITIES (Corporations, LLCs, etc.)

STATE OF NEW MEXICO }
COUNTY OF SANDOVAL } ss.

This instrument was acknowledged before me on _____ 2016
by _____
date

as _____ of _____
Title of person signing *Name of entity (applicant)*

(SEA)

Notary Public
My Commission Expires: _____

Required Documents

● SITE PLAN

The site plan is a detailed map of your event that includes layout/set up information. Applications submitted without a site plan or with an incomplete site plan, may result in a Special Event Permit application being delayed or denied.

Please include the following details on your site plan:

1. Boundaries of the planned event
2. Tent/Canopy locations – see section 8-5-13 for tent/canopy information
3. All proposed fencing (including temporary) for the event, including the location of all entrance and exit gates and identification of all emergency exit locations
4. All stage and riser locations if applicable
5. All proposed portable toilet locations; all hand-washing stations
6. A north arrow with all streets labeled
7. Vendor locations and what will be sold
8. Alcohol locations, if being sold or served

❖ **If applicable, Fire & Rescue Department will devise Fire Evacuation Plan for a plan fee of \$25**

● SIGNAGE- ON SITE AND R-O-W

If signage will be utilized, please attach a drawing of the sign including wording, arrows, square footage, and a site plan showing locations of all signs

Signs that show direction to an event may be placed in the right-of-way no sooner than one week before the event and must be removed no later than 24 hours after the conclusion of the event.

- The maximum number of signs that may be posted is ten per event.
- The maximum square footage allowed for special event signage is eight square feet
- Due to the limited duration of special events, sign permits are not required for this type of signage.

No temporary sign shall be located in the clear sight triangle, obstruct or impair access to a public sidewalk, public or private-street, driveway, traffic control sign, bus stop, fire hydrant, or any other type of street furniture, or otherwise create a hazard, including a tripping hazard.

Signs in the right-of-way may not be posted on medians, trees, utility poles, or other utility structures located in the right-of-way.

● TRAFFIC PLAN

A detailed map indicating any traffic control points, detours and special routes that you believe will be needed for the special event should be included as part of the Special Event Permit Application. If you cannot provide a traffic plan, the Police Department will provide one to you.

In reviewing a traffic plan that has been submitted by the applicant or a plan prepared by the Police Department, the number of City personnel required to facilitate your event in a manner that ensures public safety at all times will be provided along with associated costs. The Police Department will determine necessary resident/business notification and consent requirements associated with any traffic plan.

Fees - Police Department Personnel: \$40.75 per hour/per officer

Fire & Rescue Department Personnel: \$40.75 per hour/per officer

Police and Fire Vehicles: \$100.00 per vehicle/per hour

The City reserves the right to require that a certain number of Police Department personnel and Fire & Rescue Department personnel are present at a special event.

● BUSINESS LICENSE

All food, beverage, or other affiliated vendors must have a current Rio Rancho Business License on file with the Office of the City Clerk to operate in conjunction with a special event. This includes those entities receiving a fee to be a part of, perform or operate at a special event.

A copy of this license must accompany this application. Please contact the Office of the City Clerk at (505) 891-5004 or visit their first floor offices at Rio Rancho City Hall, 3200 Civic Center Circle NE Rio Rancho, NM 87144, for more information or to obtain a license application.

● PROPERTY VERIFICATION

For events held on property not under ownership of the applicant, a property owner permission letter is required as verification of a property owner's permission to conduct a special event on their property. Please attach verification to this permit application with property owner's name, signature, statement authorizing property use for special event, and contact information (address, telephone number and e-mail address).

● LIABILITY INSURANCE

Proof of liability insurance as well as proof of liability insurance for all associated vendors or entities affiliated with a special event must accompany this application. The City of Rio Rancho must be included/listed on this insurance as an additional insured.

If the City determines that insufficient insurance has been provided, the City will request the Special Event Permit applicant to provide an event bond and/or additional insurance.

Miscellaneous Information

All vendors must be inspected at one (1) predetermined time. Contact the Fire & Rescue Department at (505) 891-5871 to schedule an appointment. It is advised that this inspection is done 30 days prior to the event.

Deep fryers protected by a hood system shall have been inspected within the prior six (6) months. Cooking vendors will have a minimum size type 2A 10BC fire extinguisher serviced or manufactured in the past year. A class K extinguisher, serviced or manufactured in the past year, is also required.

A propane fueled cooking apparatus requires an inspection from the State of New Mexico Propane Inspector. You may contact the L.P. Gas Bureau, 5200 Oakland Avenue NE Alb., NM 87113, at (505) 891-5871 to schedule an inspection.

Any food service operation not already licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department at www.nmenv.state.nm.us or (505) 827-1840, and submit their permit in conjunction with this application.

Vendors who are already licensed and will be participating in a special event must provide a copy of their permit in conjunction with the Special Event Permit Application.

If upon reviewing an applicant's Special Event Permit Application, more information/clarification is deemed to be necessary, a meeting with a Special Event Application Review Committee – staff from the City Manager's Office; Police Department; Fire & Rescue Department; Development Services Department; Parks, Recreation and Community Services Department; Department of Public Works; Office of the City Clerk; and the Convention and Visitors Bureau – will be scheduled.

Checklist

- _____ Review and Submit completed application to Development Services Department
- _____ Applicable fees shall be paid to "City of Rio Rancho". Payment can be made at the Cashier Window on the first floor of City Hall, 3200 Civic Center Circle NE, Rio Rancho, NM 87144
- _____ Site plan with permit and payment for Fire Evacuation Plan, if applicable
- _____ Add City of Rio Rancho to liability insurance and submit with application
- _____ If vending/selling food or alcohol, contact Office of the City Clerk, (505) 891-5004 for more information about a Special Dispenser's Permit and Business License
- _____ Contact Fire & Rescue Department at (505) 891-5871 to schedule inspection for food/alcohol vendors –
- _____ Contact and schedule propane inspection at (505) 891-5871 if cooking with propane
- _____ Verify and submit payment for safety resources (police and fire)
- _____ Submit copy of sign diagram, if applicable
- _____ Submit tent/canopy plan and schedule inspection of tent/canopy with Fire & Rescue Department by calling (505) 891-5871 and make payment, if applicable
- _____ Submit traffic plan with permit
- _____ If not the property owner, submit written letter of authorization with application
- _____ Obtain signatures of those affected by special event, if necessary, and submit with application
- _____ Sign declaration statement, have notarized and submit with application

TYPES OF SPECIAL EVENTS AND CONTACT INFORMATION

To ensure code compliance and public safety, if a special event permit is not required, it is the Applicant's sole responsibility to confirm with the City and State departments listed below on regulations and permits or inspection requirements that may be applicable to the event.

Listed below are some general examples of special events that do and do not require a Special Event Permit through the City of Rio Rancho Development Services Department. Please contact City staff at 505-891-5005 for assistance if you are unsure if your event's activity would or would not require a permit.

<u>ENTITY</u>	<u>PHONE NUMBER</u>	<u>CONTACT</u>
Department of Fire and Rescue	505-891-5871	Fire Marshall Garcia
Department of Public Safety, Traffic Division	505-8915929	Lieutenant Willey
Development Services, Engineering Division	505-891-5038	Martin Martinez
Parks, Recreation and Community Services	505-896-8722	Connie Peterson
City Clerk	505-891-5004	Stephen Ruger
Convention & Visitors Bureau	505-891-7258	Noah Trujillo
New Mexico Environment Department	505-771-5980	Available staff

<u>SPECIAL EVENT - PERMIT REQUIRED</u>	<u>SPECIAL EVENT-PERMIT NOT REQUIRED</u>
Neighborhood Block Parties	Outdoor Sales & Displays
Motorcycle Runs & Car Shows	Private Parties on Private Property
Vehicle Tent Sales	Events held Inside a Community Center
5k Runs & Charity Walks	Ribbon Cutting Ceremonies
Outdoor Craft & Rummage Sales	Indoor Craft & Rummage Sales
Outdoor Concerts	Restaurant banquet room events
City Festivals, Fireworks and Parades	Establishment Grand Openings
Public Events held on School property	Establishment Closing/Liquidation Sales
Petting Zoos	Charity & Fundraiser Car Washes
AKC Dog Agility Competitions	Storage Unit & Fundraiser Auctions
Haunted Houses	Bake Sales
Circus, Carnivals & Fairs	Indoor Church Celebrations
Candle Light Vigils	Parking Lot Fireworks Stand & Displays (different permit required-contact City Clerk)
Neighborhood Outdoor Movies	Movie & Television Productions & Filming(different permit required-contact CVB)
Public Awareness Benefits	Company Picnics & Celebrations
Outdoor Pet Adoption & Fundraisers	
School Fireworks & Parades	